

LAVANT MEMORIAL HALL

LAVANT MEMORIAL HALL REGISTERED CHARITY NO. 305390-1

ANNUAL REPORT

AND

ACCOUNTS

FOR THE

YEAR ENDED 31ST AUGUST 2021

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2021

RECEIPTS		2021			2020		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Operating Activities	Hall hire	8082.25		8082.25	12349.00		12349.00
Fund raising events	Xmas Fayre	0.00		0.00	508.41		508.41
	Jumble sale	0.00		0.00	759.80		759.80
		<u>0.00</u>		<u>0.00</u>	<u>1268.21</u>		<u>1268.21</u>
Grants		19708.00		19708.00	10000.00		10000.00
Donations		4287.40		4287.40	822.00		822.00
Investment Income		2.77		2.77	41.51		41.51
Insurance Income		0.00			3966.35		
Other Receipts	200 Club	1688.00		1688.00	1590.00		1590.00
	Fit Rebate E.ON	797.87		797.87	1525.51		1525.51
		<u>2485.87</u>		<u>2485.87</u>	<u>3115.51</u>		<u>3115.51</u>
TOTAL RECEIPTS		34566.29		34566.29	31562.58		31562.58

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2021

PAYMENTS		2021			2020		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Property & Equipment	Maintenance & repairs	2648.68		2648.68	13641.76		13641.76
	Other improvements	6487.07		6487.07	3672.74		3672.74
		<u>9135.75</u>		<u>9135.75</u>	<u>17314.50</u>		<u>17314.50</u>
Hall Cleaning	Rental of Bins	775.05		775.05	840.40		840.40
	Regular cleaning	1330.00		1330.00	1932.00		1932.00
	Consumables	382.07		382.07	479.47		479.47
	Other cleaning	390.00		390.00	300.00		300.00
	Window cleaning	118.00		118.00	89.00		89.00
		<u>2995.12</u>		<u>2995.12</u>	<u>3640.87</u>		<u>3640.87</u>
PRS for Music	0.00		0.00	267.20		267.20	
Licences	180.00		180.00	220.00		220.00	
Fire equipment inspection	45.00		45.00	99.50		99.50	
Insurance premium	1502.30		1502.30	448.32		448.32	
Telecommunications	1274.02		1274.02	1706.84		1706.84	
Information Technology	543.35		543.35	344.38		344.38	
Administration	4705.13		4705.13	6458.97		6458.97	
Water & general rates	100.47		100.47	805.28		805.28	
Electricity	2487.01			4810.00		4810.00	
Misc./sundries	188.00						
Fund raising events	Xmas fayre	0.00		0.00	40.50		40.50
	Jumble	0.00		0.00	40.50		40.50
		<u>0.00</u>		<u>0.00</u>	<u>81.00</u>		<u>81.00</u>
200 Club prizes	891.00		891.00	1010.00		1010.00	
Independent examination	200.00		200.00	200.00		200.00	
Returned deposits	0.00		0.00	180.00		180.00	
TOTAL PAYMENTS		24247.15		24247.15	37586.86		37586.86

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2021

	2021			2020
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Total receipts for the year (page 2)	34566.29	0.00	34566.29	31562.58
Total payments for the year (page 3)	24247.15	0.00	24247.15	37586.86
Net receipts / (payments) for the year	10319.14	0.00	10319.14	(6024.28)
Cash and bank balances as at 31st August 2020 brought forward	35706.05		35706.05	41730.33
Cash and bank balances as at 31st August 2021 carried forward	46025.19		46025.19	35706.05

Note: Receipts of Unrestricted Funds for the year ending 31st August 2021 of £34566.29 included Donations of £4000 designated to be used for Hall improvements.

The accounts have been prepared in the form of receipts and payments and a Statement of assets and liabilities in accordance with Section 133 Charities Act 2011.

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2021

MONETARY ASSETS	2021	2020
Barclays Community Account	18402.96	8086.59
CAF Bank Gold	<u>27622.23</u>	<u>27619.46</u>
TOTAL	<u>46025.19</u>	<u>35706.05</u>

NON-MONETARY ASSETS

Lavant Memorial Hall committee is Managing Trustee of Lavant Memorial Hall and the Lavant Parish Council is Custodian Trustee.

Insurance value £1077608 for the Hall and Outbuildings (2020 £1069056)

Other assets - value unknown - piano, curtains, cutlery and crockery various kitchen and cleaning equipment.

Other assets - with purchase price

Radio Microphone	227
Taski cleaner & accessories	820
Loop system	695
Cycle rack	265
Storage cupboards	235
Skittle Alley	250
Pumps x 4	202
Tables laminate x 6	806
Tables x 16 + cart	1592
Notice board	418
Large Ladder	590
Projector, Speakers and Amplifier	3073
Soft seat chairs x 140	4038
Projector screen	292
Tables	995
Solar PV System (included in insurance value of buildings)	18970
Water boiler	405
Flood gates	<u>4740</u>
Carried forward	38613

NON MONETARY ASSETS CONTINUED

Brought forward	38613
Cooker	1104
Dishwasher	2280
Fridge	299
Fridge freezer	379
Microwave	87
Tables and trolley	1662
Storage heaters (included in insurance value of buildings)	7040
Small Step ladder	91
Laptop	499
	<u>52054</u>
Less Solar Panels and Storage Heaters included in the insurance value of buildings	<u>-26010</u>
	<u>26044</u>

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2021

(CONTINUED)

DEBTORS & PREPAYMENTS	2021	2020
Hall Hire	0.00	586.80
LIABILITIES		
Caretaker	10.19	146.47
Booking Secretary	0.00	200.00
Green Clean UK Ltd	0.00	35.04
Surelock Homes	0.00	234.00
Squires Plumbing	0.00	167.23
Expenses S Sims	0.00	59.10
Expenses R Wignall	86.34	28.78
Expenses P Rivett	0.00	69.50
T&T Cleaning	232.50	60.00
Deposits, advance payments and other liabilities to customers	3717.75	2564.00
	<u>4046.78</u>	<u>3564.12</u>

Signed: 
Mr R Wignall Chairman
Date: 26 April 2022


Mr R Mayne Treasurer
Date: 26 April 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LAVANT
MEMORIAL HALL

I report to the trustees on my examination of the accounts of the Lavant Memorial Hall (the Trust) for the year ended 31st August 2021

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all of the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material aspect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *M. W. Merritt*
Name: Michael Merritt
Relevant professional qualification or membership of professional bodies : FCA
Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB
Date: *26 April 2022*

COMMITTEE OF MANAGEMENT

OFFICERS

			Elected	Re-elected
Chairman	Mr P Winter	resigned 01/12/20	2004	
Chairman	Mr R Wignall		05/01/2021	04/01/2022
Vice Chairman	Mrs E Woodford		05/01/2021	04/01/2022
Treasurer	Mr R Mayne		2019	2021
Secretary	Mrs S Sims		2007	2021

COMMITTEE MEMBERS ELECTED OR RE-ELECTED DECEMBER 2021

Parish Council	Mrs S Ings		2021
Short Mat Bowls	No representative		
Horticultural Society	Mr J Sharrod	resigned 05/01/21	2021
Friendly Club	No representative		
Lavant Players	Dr P Rivett		2021
Cricket Club	Mr R Wignall		2021
W.I.	Ms M O'Grady		2021
Football Club	Mr D Kent		2021
Lavant PCC	Mrs C Evison		2021

VILLAGE REPRESENTATIVES

Mr J Sharrod	resigned 07/12/2021	05/01/2021	
Mrs E Sheppard			2021
Mrs E Woodford			2021

NON-TRUSTEE:

Mr A Bleach, Caretaker

APPOINTED BANKERS:

Barclays Bank PLC, East Street, Chichester,
West Sussex
CAF Bank Ltd. Kings Hill, West Malling, Kent

INDEPENDENT EXAMINER

Mr M Merritt, 87 Worcester Road,
Chichester, West Sussex, PO19 5EB

ANNUAL REPORT

LAVANT MEMORIAL HALL Pook Lane East Lavant Chichester West Sussex is registered with the Charities Commission (No. 305390/1) and constituted by deed of trust dated 17th February 1951.

The Parish Council of Lavant is the Custodian Trustee of the Charity and the Committee of Management is the Managing Trustee of the Charity.

Correspondence Addresses:

Treasurer: 28 Charlton, Chichester PO18 0HU.

Caretaker: Ashdean, Midhurst Road, Lavant, Chichester PO18 0DE.

STRUCTURE, GOVERNANCE, AND MANAGEMENT

The Committee of Managing Trustees of the Charity is wholly responsible for the control and management of the Charity. Charity law requires the trustees of the association to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition the Trustees are responsible for keeping proper accounting records sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Association. Also they are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

New Trustees appointed to the Management Committee are recruited and appointed with due attention paid to the Charity's governing document particularly with regards to any person who belongs to an external body.

CHARITY OBJECTIVE

The object of the Charity is to maintain Lavant Memorial Hall for the communal benefit of the inhabitants of Lavant village and the surrounding area. The committee aims to provide good facilities at a reasonable cost to all hirers. In doing so the Committee Trustees have had regards to the guideline issued by the Charity Commission on Public Benefit.

ACTIVITIES AND DEVELOPMENTS

For the second year in succession 2021 was a year dominated by the effects of the Covid-19 pandemic. Restrictions were sufficiently severe at the beginning of January to preclude use of the Hall, so the Hall was closed until April when child-related activities resumed, followed by further limited relaxation in May.

The trustees had taken the view that the Hall had an obligation to be open to serve the community whenever possible.

Following lifting of legal restrictions in the summer users began to return in September, albeit at an initial lower level of occasional bookings. Since then bookings have continued at a slightly depressed level.

Throughout the year we received strong financial support from Chichester District Council in grants and rates relief. Some regular hirers very generously donated payments they had made for bookings that could not be fulfilled.

The lower levels of Hall activity provided an opportunity to take stock of the building and a condition survey was commissioned from a chartered surveyor. This provided a 10-year schedule of suggested works with no major issues identified beyond prudent maintenance, although the funds required will still be challenging.

The Fire Alarm System at the Hall was substantially upgraded to bring it up to current standards.

The trustees also decided to embark on the long-delayed upgrade to the sports showers and washrooms and the process of specifying the works and seeking tenders has commenced.

FINANCIAL SUMMARY

INCOME

Hall hire income was £4266.75 lower than the previous year at £8082.25, reflecting the bigger impact of the Covid-19 'lockdowns', although the previous year was also affected by the closure of the Hall due to flooding. Other regular sources of income were the 200 Club £1688.00, up £98.00 on higher renewals;

the Xmas Fayre and Jumble Sale did not take place this year because of Covid-19.

The year benefitted from the various government grants of £19708 in compensation for the Hall closures due to the Covid-19 pandemic, £9708 higher than the previous year. The previous year included the business interruption insurance claim of £3786.35 for the flooding.

Donations of £4287.40 were £3465.40 higher and included £4000 which has been designated to be used for Hall improvements.

These activities taken together with Fit Rebate of £797.87, £727.64 lower on the timing of receipts, and investment income £2.77, brought the total unrestricted funds income to £34566.29, £3003.71 more than the previous year.

EXPENDITURE

Expenditure on Property & Equipment of £9135.75 was £8178.75 lower than the previous year and included the installation of a new Fire Detection System of £6487.07.

Cleaning costs of £2995.12 were £645.75 lower due to the Hall closures.

PRS music licencing costs were zero on the Hall closures.

Insurance costs of £1502.30 were higher on the phasing of payments.

Administration costs of £4705.13 were £1753.84 lower on reduced activity, along with similar reductions in water and electricity usage. Electricity charges were reduced further by a credit £1727.97 from E.ON for overpayments in previous years.

Total payments from unrestricted funds of £24247.15 were £13339.71 lower than the previous year.

During the year two Trustees (2019/20 two) claimed small expenses of £141.51 (2019/20 £88.77) for software licences and postage & stationery.

MONETARY ASSETS

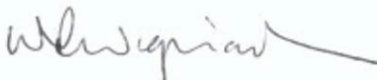
Monetary Assets of £46025.19 at the end of 2020/21 were £10319.14 higher than the previous year.

THANKS

The Covid Working Group members were kept busy with the evolving and frequently changing regulations and again ensured that the Hall was able to operate as a "Covid secure" facility whenever possible. Caretaker Tony Bleach, and Booking Secretary, Jennie Lindfield, did most of the heavy lifting dealing with rescheduling and re-arranging activities and making things happen on a day-to-day basis, whilst generously and voluntarily contributing to the general belt-tightening during lockdown.

A small presentation of a gift and photographic mementos was made to former Chair, Peter Winter, during the year.

It is apparent that it is becoming increasingly difficult to find volunteers willing to serve as trustees, so I would particularly like to thank the management committee for their support and especially the Treasurer, Bob Mayne, whose diligent attention to securing financial support has kept us afloat, and the Secretary, Sheila Sims, who in addition to her normal workload has also kindly taken on promoting the "200" Club, following Peter Winter's retirement.



Mr R Wignall Chairman

Date:

26 April 2022

